

MINUTES OF A MEETING OF THE UNION COUNTY LAW LIBRARY
RESOURCES BOARD HELD ON NOVEMBER 24, 2009

The Trustees of the Union County Law Library Resources Board held a special meeting on the 24th day of November, 2009, in Room B 14 of the Union County Courthouse, with Chair Richard E. Parrott, Trustees Tom McCarthy, Judge Michael Grigsby, Frank Howard, and Prosecutor David Phillips, together with Monica Overly, the Law Librarian present.

Richard Parrott opened the meeting by first asking for approval of the minutes from the November 3rd meeting. Judge Don Fraser moved to do so, Frank Howard seconded and the Motion carried.

The next item of business was the hiring of the unclassified civil service County Law Librarian position. Mrs. Monica Overly currently holds this position at \$38,060 with 77.75 hours accrued sick leave and 70.925 accrued vacation hours working a 30 hour week. Judge Mike Grigsby made a motion to go into executive session to discuss the position and Judge Don Fraser seconded. With roll call vote: Fraser-aye, McCarthy-aye, Phillips-aye, Howard-aye, Grigsby-aye, Parrott-aye, the motion was unanimously carried and all others left.

After the recess to executive session, the Board returned to regular session and reconvened with all present.

Commissioner McCarthy on behalf of the Board made an offer of employment to Mrs. Overly at \$38,060 with the expansion to a 40 hour work week at no additional pay. There will be expanded duties of maintaining an audit of each elected official's library and supplementing those libraries as needed, preparing purchase orders, keeping track of line items and any other such duties that may arise. The offer includes the option to keep vacation hours or cash out at current pay rate of \$24.40. Mrs. Overly has two weeks to decide which course she wishes to take in regards to vacation accrual. She accepted the offer of employment.

In addition to employment, Tom McCarthy motioned that any one Board member may sign any documents needing a signature such as pay sheets and PO's, Judge Fraser seconded and the Motion carried. The Board accepted her agreement of employment and the Law Librarian was hired for the year 2010 following a Motion by Judge Grigsby and seconded by Chair Parrott.

The Law Librarian was directed to prepare a report on the department requests she has received to date, to inventory each office and to suggest updates and prepare a list of resources to be shared by all. It was also suggested that she prepare blanket purchase orders for all contracts and line items for the year. Mrs. Overly is to prepare all inventories in preparation of transfer to the new Board January 1, 2010.

Monica Overly reported on the progress of contract negotiations with Lexis and presented 1, 2 and 3-year possible contracts for the Board's approval. After discussion on future fine income of the Law Library and uncertainty of the budget year, the 1-year contract was chosen at \$902 per month, after perusal and approval of the contract by the Prosecutor's Office, as Motion was made by Judge Grigsby and seconded by Judge Fraser.

Mrs. Smith had prepared a brief report of account balances in the Law Library checking account of \$94,630.05 and the Diamond Plus Savings Account of \$85,196.56 as of November 24, 2009. She expects monthly bills to be \$10,000 to \$12,000 plus reimbursing the County for the Law Librarian's salary in December of \$45,000. She also anticipates income of \$20,000 per month.

There being no further business the meeting was adjourned.

Chairman

Secretary